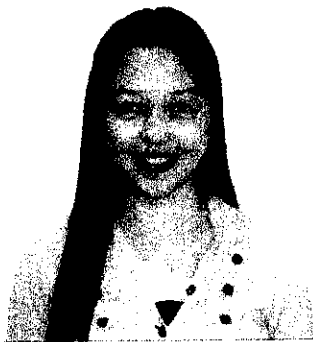


CURRICULUM VITAE



TYPING TEST

40 WPM

98.9 Accuracy

Communication

5.9%

MAYBELLE ANN ALOMBRO NACA

SALINAS DRIVE - 2ND APPROX/MD SEC. A 21 & 21st city

OBJECTIVE

To become associated with a company that would utilize my skills and gain further experience while taking part in the company's continuous productivity, growth and reputation.

Contact Information

Address: Tikalaan, Talakag, Bukidnon, Philippines, 8708
Mobile No.: +63 997 4477789
Email: maybelle_naca@yahoo.com

Personal Particulars

Age: 24 years old
Date of Birth: 27 May 1993
Nationality: Filipino
Religion: Iglesia Ni Cristo
Marital Status: Single

Educational Background

College Undergraduate
Cagayan de Oro College- PHINMA
Bachelor of Science in Secondary Education- English November 2013- March 2014 - undergraduate
Bachelor of Science in Accountancy October 2009- March 2011
Bachelor in Elementary Education June 2009- October 2009
Talakag National High School Year Graduated: 2009
Tikalaan Elementary School Year Graduated: 2005

Employment History

BASIC 14,400
Med & transp 150/day
MIV - Intellian
FIC 1000
offer a month
+ 500 load/wk
for 2 yu
SMART

ePerformax Contact Centers and BPO
JY Square Mall, Salinas Dr., Lahug, Cebu City, Cebu
March 6, 2017- June 17, 2017 - 3 MVA
Customer Service Representative family concern
Abrillo Furniture, Inc. NESTING - 372 regular
Tiano-Gomez Sts., Cagayan de Oro City - convertible to cash
November 2015- April 2016 - G.M.V.
Accounting Clerk
Farmacia Naca
Brgy. 4, Talakag, Bukidnon
August 2011- January 2014
Sales Clerk/Cashier
Immaculate Conception Pharmacy - 11 months job
Manolo Fortich, Bukidnon
April 2010- June 2010
Sales Clerk

in-sound call for Gmecks
SPRINT Acct.

LLUBS
-dance
-glee

came to cebu on March 2017
youngest of 4 siblings
parents - farmers

Skills

Computer Literate:

MS Word
MS Excel
MS PowerPoint
Basic HTML
Peachtree Accounting 2010

Analytical Skills
Communication Skills
Literary Skills
Clerical Skills

Seminars Attended and Recognition

Seminar-Workshop on Income Tax Return Filing & Updates on Revenue Issuances
Grand Caprice Restaurant, Cagayan de Oro City
March 8, 2013

Stairway to Success
Max Suniel St., Carmen Cagayan de Oro City
September 17, 2011

Achievements/ Awards Received

Civil Service Exam Passer- Professional Level
October 18, 2015

Academic Excellence
Dean's Lister
Date/Year: 2009-2011

Full Academic Scholarship Recipient of COC-PHINMA
Date/Year: 2009-2011

5th Honorable Mention (High School)
Class Salutatorian (Elementary)

Affiliations

Member
Junior Philippine Institute Of Accountants
2010-2011

References

Meranie Dungog
ePerformax Contact Centers and BPO
Team Leader
09957193094

Ivy M. Cimacio
Farmacia Naca
Pharmacist/Owner
09771931141

Godofredo B. Cadelina, CPA
Cagayan de Oro College- PHINMA Education Network
College Instructor

SWORN AND DECLARED THAT ALL INFORMATION STATED ABOVE IS TRUE AND CORRECT.

40 WPM
98-9 accuracy
12 incorrect entries

Criteria/Qualities

- Creativity
 - Spreads ideas well
 - Initiative
 - always needs her smile when talking
- ABOVE AVERAGE


MAYBELLE ANN A. NACA
APPLICANT

MOTIVATION

- family
- working colleagues